



Applying to become a SSACI-eligible Indiana Institution, and other program eligibility guidelines



Institutions may wish to apply for state grant consideration for the following conditions:

- 1) Institutions that have no prior SSACI participation and wish to be added to the SSACI eligible institution list.
- 2) Institutions who are included as a SSACI eligible institution, however wish to add a new location the institution list.
- 3) Institutions who are included as a SSACI eligible institution, however wish to add a new degree program as state grant eligible.
- 4) Institutions who are included as a SSACI eligible institution, however wish to participate in an additional grant program.

Please choose a category that fits your institution's situation listed above, review the process and follow the instructions/deadlines contained.

1) *If your institution does not already have a campus eligible with SSACI but wants to be added:* In addition to meeting other qualifications listed below, your institution must provide a completed program participation agreement to SSACI by **June 30 of the prior calendar year.** For example, your institution files a program participation agreement with SSACI in May of 2008. The earliest academic year in which SSACI can include your students in the Frank O'Bannon Grant/supplemental grant award run is August 2009 through May 2010. If your institution files a program participation agreement in August 2008, the earliest academic year in which SSACI can include your students in the Frank O'Bannon Grant/supplemental grant award run is August 2010 through May 2011.

Qualifications for new campuses with no prior SSACI participation include:

- Physical location of the campus in Indiana.
- A federally-assigned, continuously-working Title IV number that can be verified through the U.S. Department of Education FAFSA website. This Title IV number must correspond to an institution name and address with a physical Indiana address.
- A unique six digit Title IV number different from any other campus Title IV number in existence.
- The institution's students must be eligible for the federal Pell program.
- The institution must follow all federal aid guidelines. Institution websites must provide all federally required information accessible to the general public.
- More than half of students at the applying campus must be taking more than half of their courses on site in a bricks and mortar setting.
- The institution must offer associate's degrees and/or bachelor's degrees. No certificate or diploma students may be included in awards. The institution must offer full-time programs that can be reconciled within SSACI's processing schedule.
- Financial aid offices must be located within Indiana for a working agreement with SSACI.
- Accepted institutions must undergo a probation period during which program participation agreements may be revoked if the institution partner is not acting in good faith.
- You must provide results of U.S. Dept. of Education student audits completed.

Steps for filing a SSACI Program Participation Agreement (PPA)

1. Contact SSACI at 317-232-2350, or email SSACI at grants@ssaci.state.in.us, and ask for Laurie Gavrin/Director for Research and Policy Analysis, to request a program participation agreement. You must provide a institution name, address, and Title IV number, and a contact name, title, email, work mailing address and work phone number to begin the application process.
2. When you have received the PPA, complete it entirely, and include all requested information. Sign as necessary and return one copy to SSACI, keeping one as a precaution.
3. When SSACI has received the form, an acknowledgement of receipt will be sent to the contact provided.



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4. SSACI will review the PPA, and reserves the right to request further information as necessary to make an informed decision on participation.
5. When SSACI has completed its review of the PPA, you will be informed of SSACI's decision. If approved, a signed copy will be returned to you, and one will be kept on file at SSACI.
6. If your application was approved, SSACI will provide further information at that time on the steps necessary to implement participation in SSACI grant programs.

2) If your institution already has a campus eligible with SSACI but wants to add a new location or branch campus in time for it to be included in the next academic year

beginning in August: You must inform SSACI **before August 1 of the prior calendar year**. For example, your institution has one or several campuses already participating in SSACI programs. You are opening a new location in August 2009 that will either reconcile its students separately from the other campuses, or will be reconciled by one of the other main branch campuses, with both campuses physically located in Indiana. You must complete a new program participation agreement by August 1, 2008 for the new location. This ensures SSACI time to receive all FAFSAs specifying the new campus, plan for award usage, and incorporate the new location into any student mailings, broadcast emails, and systems training.

To obtain a new program participation agreement, contact SSACI at 317-232-2350, or email SSACI at grants@ssaci.state.in.us, and ask for Laurie Gavrin/Director for Research and Policy Analysis. You must provide a institution name, address, and Title IV number, and a contact name, title, email, work mailing address and work phone number to receive this application. **Your new campus must meet the same guidelines as your currently participating campus;** see "Qualifications for new campuses with no prior SSACI participation" above.

3) If your institution already has a campus eligible with SSACI but wants to add a new degree program in time for it to be included in the next academic year beginning in

August: You must inform SSACI **before May 1 of the same calendar year**. The specific tuition and regularly assessed fees for this program must be provided in the Tuition Survey Form for that spring which is due during late April or early May. For example, your institution has always had associate's degree programs that have been SSACI eligible but you will be offering a bachelor's degree beginning in the Fall of 2009. You must complete a new program participation agreement by May 1, 2009 and include the tuition and fees for this bachelor's degree in the tuition survey form due April 28, 2009 (this last date provided for example only).

To obtain a new program participation agreement, contact SSACI at 317-232-2350, or email SSACI at grants@ssaci.state.in.us, and ask for Laurie Gavrin/Director for Research and Policy Analysis. You must provide a institution name, address, and Title IV number, and a contact name, title, email, work mailing address and work phone number to receive this application. To obtain the tuition survey form, check the xInfo folder on xGrads each spring or look for the broadcast email sent at the time the tuition survey is posted.

4) If your institution already has a campus eligible with SSACI but wants to participate in an additional grant program:

*You must inform SSACI before **August 1 of the 2nd year of a biennium funding cycle**.* The expected number of students and expected tuitions for your program must be provided along with the program participation agreement for SSACI's budget planning. For example, your institution has always participated in the Frank O'Bannon Grant program but you would like to participate in the Nursing Scholarship program. You must complete a new nursing program participation agreement by August 1, 2008 for the 2009-10/2010-11 biennium. **Approval of the new participation agreement will be contingent on funding availability.** Biennium budget schedules are as follows: Planning for the 2009-10/2010-11 biennium budget begins June 2008. For the 2011-12/2012-13 biennium budget, planning will begin June 2010. This applies mainly to the **Minority Teacher, Nursing Scholarship, and Part-Time Grant programs**. Summer Work Study can accept new employer participants each spring for the coming summer. Twenty-First Century, Hoosier Scholar and Robert Byrd Scholarships do not require a separate program participation agreement as they follow the guidelines for the Frank O'Bannon Grant. The National



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Guard Supplemental Grant and Statutory Fee Remissions programs are only available to public institutions, all of whom are SSACI eligible institutions at this date.

To obtain a program participation agreement for an additional grant program, contact SSACI at 317-232-2350, or email SSACI at special@ssaci.state.in.us, and ask for Laurie Gavrin/Director for Research and Policy Analysis or Yvonne Heflin/Director of Special Programs. You must provide a institution name, address, and Title IV number, and a contact name, title, email, work mailing address and work phone number, as well as the type of program in which your institution wishes to participate, an estimate of the number of students and an estimate of program tuition, to begin the application process.